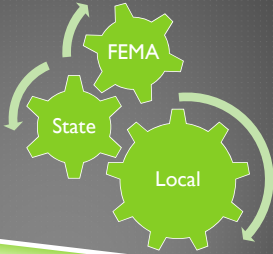


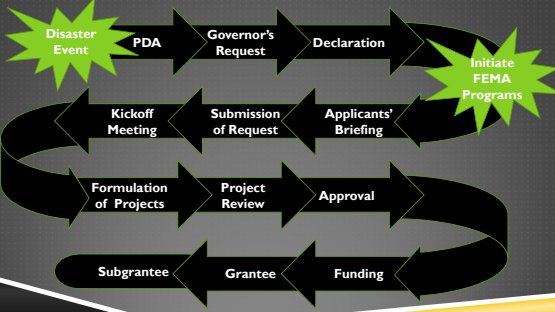
**PUBLIC ASSISTANCE PROGRAM
FEMA-4075-DR-MD
APPLICANTS' BRIEFING**



PUBLIC ASSISTANCE
Supplemental financial assistance for debris removal, emergency protective measures, and permanent restoration of infrastructure



PUBLIC ASSISTANCE PROCESS



3

FEMA-4075-DR-MD

- ▶ Declared August 2, 2012
- ▶ Severe Storms and Straight-line Winds
- ▶ Incident Period: June 29 – July 8, 2012
- ▶ Calvert, Charles, Kent, Montgomery and St. Mary's Counties and the Independent City of Baltimore

ELIGIBLE APPLICANTS

- ▶ **State Government Agencies, such as:**
 - Department of Transportation
 - Department of General Services
 - Department of Health and Mental Hygiene
 - Department of Human Resources
 - Department of Natural Resources
 - Maryland State Police

ELIGIBLE APPLICANTS

- ▶ **Local Governments, including:**
 - Towns, Cities, Counties
 - Municipalities, Townships
 - Local Public Authorities
 - Councils of Governments
 - Agencies or instrumentalities of local governments
 - Rural or unincorporated communities represented by the State or a political subdivision of the State
 - School Districts

ELIGIBLE APPLICANTS

- ▶ Private Non-Profit (PNP) Organizations that provide certain services of a governmental nature:
 - “Critical”
 - “Non-Critical”

PRIVATE NON-PROFITS “CRITICAL”

- | | |
|-------------------------|-----------------------------|
| ▶ Services include: | ▶ Examples include: |
| ❖ Educational | ▶ Hospitals |
| ❖ Emergency | ▶ Outpatient Facilities |
| ❖ Medical | ▶ Custodial Care Facilities |
| ❖ Utility | ▶ Fire Departments |
| ❖ Custodial Care | ▶ Ambulance Services |
| ❖ Irrigation Facilities | |

PRIVATE NON-PROFITS “NON-CRITICAL”

- Provide other essential governmental services such as:
- | | |
|---------------------|------------------------------|
| ▶ Museums | ▶ Rehabilitation Centers |
| ▶ Community Centers | ▶ Senior Citizen Centers |
| ▶ Zoos | ▶ Shelter Workshops |
| ▶ Libraries | ▶ Health and Safety Services |
| ▶ Homeless Shelters | |

PRIVATE NON-PROFITS

- ▶ PNP Facility Questionnaire
- ▶ IRS or State Tax Exempt Certificate
- ▶ Open to the General Public



TYPES OF ELIGIBLE WORK DR-4075

Emergency Work
(Categories A-B)

Permanent Work
(Categories C-G)



EMERGENCY WORK

Category A: Debris Removal

Eligible activities include the clearance of:

- Trees and woody debris;
- Building components or contents;
- Sand, mud, silt, and gravel;
- Wreckage produced during conduct of emergency protective measures (e.g., drywall).



Cradle



Grave

EMERGENCY WORK

Category B: Emergency Protective Measures

- ▶ Search and rescue
- ▶ Emergency medical facilities
- ▶ Emergency evacuations of medical or custodial care facilities
- ▶ Facility costs for emergency mass care and shelter operations
- ▶ Security in the disaster area
- ▶ Provision of food, water and other essential needs at distribution points
- ▶ Temporary generators for facilities that provide health and safety services
- ▶ Activation of a State or local emergency operations center
- ▶ Pumping of trapped floodwaters
- ▶ Emergency Communications
- ▶ Emergency Public Transportation
- ▶ Building Inspections



EMERGENCY WORK ELIGIBLE COSTS

- ▶ Overtime/Compensatory Time
- ▶ Equipment Costs
- ▶ Supplies/Materials
- ▶ Contract Costs



Time & Material Contracts
(must have clear scope of
work & work should not
exceed 70 hours)



PERMANENT WORK

- Category C: Roads and Bridges
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreational, and Other



PERMANENT WORK

Categories C – G

▶ Eligible permanent work:

- Must repair, restore or replace in accordance with regulations
- Must restore to pre-disaster design, capacity and function
- Must be required as a result of the disaster
- May include cost effective hazard mitigation measures

SMALL PROJECT VS. LARGE PROJECT

Small	Large
Funds disbursed following PVW approval. If work not started or completed, funding will be de-obligated.	Funds disbursed as work is accomplished. Final assistance based on actual costs to complete approved scope of work.

IMPROVED PROJECTS

With Approval, applicant may restore pre-disaster function, and make improvements (applicant is financially responsible.)

SCHOOL

Before

SCHOOL

After

ALTERNATE PROJECTS

Funds used for a project other than repair of the damaged structure:

- ✓ Must receive FEMA prior approval.
- ✓ Require Environmental Assessment.
- ✓ Reduction of FEMA funding.



SPECIAL CONSIDERATIONS

Hazard Mitigation

Environmental Requirements

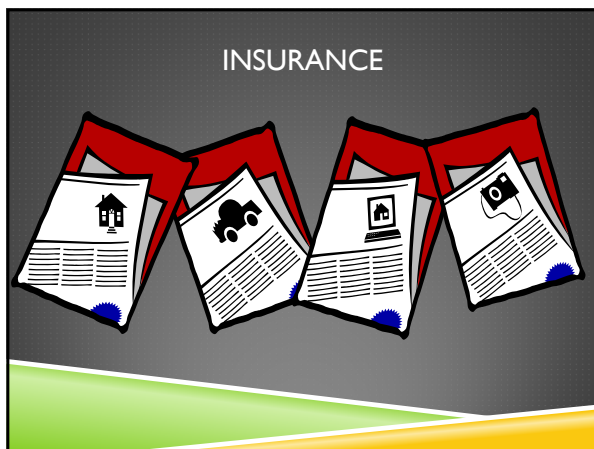
Historic Preservation & Cultural Resources

Special Flood Hazard Areas

Insurance Requirements



INSURANCE



DOCUMENTATION

Labor Costs

Insurance Policies

Applicable Codes and Standards

Payroll Information

Supplies and Materials Costs

Maintenance and Inspection Records

Contract Costs

ADMINISTRATIVE COSTS APPLICANTS/SUBGRANTEES

Examples:

- ✓ Identifying damage
- ✓ Completing forms
- ✓ Preparing/assisting in the preparation of Project Worksheets
- ✓ Establishing files, providing copies and documentation
- ✓ Assessing damage, collecting cost data, and developing cost estimates
- ✓ Working with the State during project monitoring, final inspection, and audits

Project Specific

APPEALS

Any determination related to Federal assistance may be appealed.

Time limit - 60 days from notice of the action being appealed

Audit

Compliance with Generally Accepted Accounting Principles



RECORD RETENTION

Applicants must maintain records for a minimum of 3 years from the date that notice is given by MEMA that the project and applicant is closed.



- ❖ Project Worksheet(s)
- ❖ Supporting Documentation
- ❖ Invoices/Payments
- ❖ Disbursement & Accounting Records
- ❖ FEMA Correspondence
- ❖ MEMA Correspondence

HAZARD MITIGATION GRANT PROGRAM (HMGP)

- ❑ Any sustained action taken to reduce or eliminate long-term risks to people and property from natural hazards and their effects.
- ❑ Hazard Mitigation Measures – implemented through the PA Program
 - ❖ 75% FEMA / 25% Applicant cost share
- ❑ FEMA Policy 9526.1 provides a detailed listing of potential mitigation measures.

HAZARD MITIGATION GRANT PROGRAM (HMGP)

Goals:

- Prevent future loss of life and property;
- Provide funding for previously identified mitigation measures
- Fund hazard mitigation measures that are in line with State & Local Plans



HMGP FOR DR-4075 APPLICATION

- ▶ Submit Notice of Interest (NOI), included in packet, to MEMA

Additional Information and/or Questions:

Mark James
State Hazard Mitigation Officer
410-517-3649
Mark.james@maryland.gov

William Carroll
Hazard Mitigation Planner
410-517-3624
william.carroll@maryland.gov

FEMA PA PROGRAM FIELD OPERATIONS BEST PRACTICES

- ▶ Applicants' Briefings & Request for Public Assistance (RPA) Submission
- ▶ Kick Off Meetings scheduled within 21 days of approval of the RPA
- ▶ Project Formulation – logical groupings
- ▶ Site Inspection Process
- ▶ Project Worksheet Preparation
- ▶ Cost Estimates
- ▶ Exit Briefing Form

DEADLINES/TIME LIMITS

Submission Process	Deadline/Time Limit
Request for Public Assistance (RPA)	30 Days after Declaration DR-4075 RPA Deadline = 09/01/2012
Project Worksheets	60 Days after Kickoff Meeting

Project Completion	Time Limit
Emergency Work	6 Months from Declaration DR-4075 Deadline = 01/01/2013
Permanent Work	18 Months from Declaration DR-4075 Deadline = 01/01/2014



FORMS AND REFERENCES



STEP #1 THE MOST IMPORTANT

Complete and Return the
Request for Public Assistance
Form by September 1, 2012.

REQUEST FOR APPLICATION – DUNS NUMBER

- ▶ Now required for all recipients of Federal grants.
- ▶ Issued by Dun & Bradstreet
- ▶ For information or to obtain a number, go to:

http://www.dnb.com/US/duns_update/

Additional Information or Questions:

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Public Assistance Officer
410-517-3604

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John Harding
Deputy Public Assistance Officer
410-517-5112

John.harding@maryland.gov

RESOURCES

MEMA Website

[http://mema.maryland.gov/memacommunity/Pages/
PublicAssistanceProgram.aspx](http://mema.maryland.gov/memacommunity/Pages/PublicAssistanceProgram.aspx)

FEMA Website

[http://www.fema.gov/public-assistance-local-state-
tribal-and-non-profit](http://www.fema.gov/public-assistance-local-state-tribal-and-non-profit)

QUESTIONS



THANK YOU